

Lemanu P. S. Mauga
Governor

Talauega E. V. Ale
Lieutenant Governor



Lynn Alaimalo-Pulou
Director

Max Tuitele
Deputy Director

Fa'agau Steve Lefiti
Deputy Director
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant I</i>	Posting Date: <i>January 24, 2022</i>	Serial No.: <i>023-22</i>
Department/Division: <i>Office of Property Management</i>	Closing Date: <i>February 04, 2022</i>	Announcement No.: <i>012-22</i>
Type of Position: <i>Temporary Employment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS 09 / \$16,467 - \$41,817 p.a</i>

General Description:

The primary function for this position is to collect accurate data during tagging process, manage filing data collected, physical inventory, reconcile all American Samoa Government (ASG) fixed assets to general ledger.

Key Duties and Responsibilities:

- Physically assign a unique tag number on new acquisition of equipment procured at procurement warehouse and acquisition of equipment received direct by department
- Responsible for accurate collection of equipment information during tagging process
- All equipments classified as Capitalized and Non-Capitalized equipments
- Tagging of acquisition of equipment must be followed and completed
- Input daily record collected in to the one solution that would produce ASG Form MAT/MGT-27
- Responsible with managing filing of all tangible and non tangible equipment, vehicular, etc.
- Assist staff with conducting an island wide physical count of all ASG assets, annual ASG vehicle inventory and assessment, spot check as requested
- Preparing a physical count is also conducted in our neighbor island Manu'atele and Honolulu, Hawaii
- Responsible with reconciling inventory count to base records
- Assist with data entry clean up once a year unless recommended by higher authority
- Assist in reviewing, compile and file all attachments with the One Solution
- Assist supervisor in providing quarterly, annual reports for the inventory division
- Perform other related duties as assigned

Knowledge, Skills and Ability:

- Have knowledge of inventory and reconciliation process
- Have computer literate, including use of email and other internet resources

This is an Equal Employment Opportunity Employer


Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
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Academic and Experience Requirements:

- Applicant must have a Associate's degree in related field from an accredited college plus four (4) years of work related experiences
- Salary will commensurate with skills, educational background, and years of related experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Alaimalo-Pulou

Director, Department of Human Resources

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2

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